

NEWARK

NEW JERSEY 07101

November 8, 1971

Mr. Marshall Wolf
National Newark & Essex Bank
744 Broad Street
Newark, New Jersey

Dear Mr. Wolf:

Submitted herewith are expenditures for BIOC for the first seven months of our current fiscal year together with a comparison to the twelve months budget.

	7 months April 1 - Oct 31	12 months Budget
Salaries	27,949.96	43,500.00
FICA and City Tax	1,084.62	1,700.00
Blue Cross	646.75	700.00
Rent	2,625.00	4,500.00
Postage	893.98	1,500.00
Stationery & Printing	2,959.21	1,800.00
Telephone	743.80	1,500.00
Equipment & Fixtures	250.00	500.00
Maintenance & Insurance	593.56	500.00
Public Relations	1,434.90	1,000.00
Books, Subscriptions, etc.	3.00	200.00
Petty Cash & Travel	76.62	600.00
	<u>\$39,261.40</u>	<u>\$58,000.00</u>

Please ask the Greater Newark Chamber of Commerce to remit their check, payable to the order of B.I.C.C., to me in the amount of \$11,261.17. This amount represents the above listed expenditures less the Chamber's prior remittances in the amount of \$28,000.23.

Very truly yours,

G. F. Birmingham

GFB:EGH

CC: Richard Proctor
Roland Stewart

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